

Los Alamos

NATIONAL LABORATORY

memorandum

*Security and Safeguards Division
S-6, Information and Personnel Security Group*

*To/Ms: Administrative Support
From/Ms: Larry Freestone, S-6, G733
Phone/FAX: 7-5897/5-4999
Symbol: S6-99-33
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SUBJECT: REBADGING INFORMATION FOR ADMINISTRATORS

In the near future, the entire Laboratory workforce will begin exchanging current badges for new ones. The new DOE standard badge design is mandated by DOE, but LANL has taken this opportunity to implement a re-engineered badging system as well. The new system involves changes that will affect office administrators at the Laboratory.

For the first time, data in the Laboratory's Enterprise Information Applications (EIA) system will be linked to all badges to determine whether workers and visitors are eligible to be issued a badge and to ensure access requirements are met. Every person issued a badge must first have a record in the Employee Information System (EIS). Accuracy and completeness of EIS records will be crucial. Certain key fields in EIS will be mandatory in order to be able to badge a person, whether worker or visitor. Digital photos used on badges will be accessible to authorized personnel through EIA. Data Warehouse reporting will also be available.

The most visible enhancement to the badges will be color coding for quick differentiation between clearance levels; larger, more legible names; and a new credit card-type construction which should eliminate problems with peeling laminate. In addition, the new badges can be fabricated much more quickly, which we anticipate will expedite the badging process.

When the new badges are ready to issue, a rebadging schedule by alphabetical grouping will be publicized. Workers will need to follow this schedule to receive their new badges. LANL site-specific badges (badges used only at LANL) will also be changing—the new DOE badge requirements impact these badges as well.

Laboratory forms used for badging are being revised to reflect changes in the badging process. It will be essential to use the revised forms once the new system becomes operational. A notice will be sent to alert you to use the new forms.

Under the new badging system, a DOE Standard Badge Request (Laboratory Form 917) will need to be submitted for any badge renewals or extensions for associates or affiliates. This was previously not required. Please note that Form 917 **will not be required** for those simply exchanging a current standard badge for a new standard badge during the rebadging effort.

Facility-specific badges (generic badges without an individual's name on them, used for facility access purposes) may be ordered through the Badge Office. There will be an official announcement in the near future on the procedure for ordering the facility-specific badges. Badge supplies, such as badge clips, straps, and necklaces, will continue to be available through Just-In-Time purchasing. Order numbers

can be found through the Badge Office Web Site (badge.lanl.gov) by clicking on “Other Useful Web Sites,” or by going directly to www.lanl.gov/orgs/s/s6/jit.html. Group offices are requested to maintain supplies of needed badging accessories for members of their group.

Two other changes affecting access will be implemented during the rebadging. The first will apply to those performing work under the Personnel Security Assurance Program (PSAP). The S-6 PSAP team will issue to PSAP workers numbered, yellow badge straps that cannot be removed from their badges. The yellow badge strap will visually indicate to PTLA and line management that a worker’s PSAP status is current.

Secondly, escorting procedures will be changing. Escorting uncleared personnel into security areas will no longer be coordinated through the Badge Office, and Laboratory Form 864 will be retired. Line managers will now be responsible for ensuring that new escorting procedures are followed. Formal training for all escorts will be required, including escorts provided by contract companies. Escort training must be updated on an annual basis. If an escort’s training is not current, he or she will be prohibited from escorting. Line management should inform the people they select as escorts of these changes in escorting. Specific details about the revised escorting procedures will be announced in the near future by S-2.

For more information on the new badges, please visit the Badge Office Web site (badge.lanl.gov) and watch the *Newsbulletin*. Ken Collins, Badge Office Team Leader, is also available upon request to address divisions on the new LANL badging system and how it will impact the Laboratory community. He can be reached at kac@lanl.gov or 7-1332.

(For more information, see Master Management Memo: S-6-99-27, June 11, 1999.)

Cy: S-6 File